

---



# Absentee Voting

Stacy Steffensen  
Deputy Finance Officer  
Brookings County

---

# HB 1141

---

- Ballots in the possession of the Auditor not less than 48 days prior to the election
- Absentee voting begins 46 days before the election-not earlier, not later.
  - 2012 Primary: Friday, April 20, 2012
  - 2012 General: Friday, September 21, 2012

# TOPICS

---

- How
  - Process
  - Authorized Messengers
  - Independents voting in the Primary
- When
  - 8:00-5:00 Mon-Fri
  - Weekends?
- Where
  - Nursing Homes
  - Satellite Locations?



# HOW

---

- Voter shows ID/or signs affidavit.
- Find voter in our system.
- Mark the voter as having voted absentee in the system.
- Have the voter fill out the absentee envelope.
- Provide the voter with the correct ballot and instruct them on how to fill out the ballot and how to place it in the envelope.
- Voter enters a voting booth and votes.
- Voter returns the ballot inside the sealed envelope.

# HOW

---

- If the voter is not registered or has to make a change to their voter information and it is prior to the registration deadline, we will have them fill out a new registration form, make the changes in the system and give them the correct ballot according to their new information.
  - If it is after the registration deadline, we still have them fill out a form so we can update them after the election.
- We hand each voter a pencil, instruct them on how to fill in the ovals, we inform them if there is a back side to the ballot and we tell them to place the voted ballot in the completed envelope and seal it.

# HOW

---

- When the ballot is returned to us, we do not put them into a ballot box. As time permits, we sort them alphabetically by precinct into boxes that will eventually get delivered to the absentee precinct workers on Election Day. We do keep the ballots locked up at night in an office and we never leave the ballots unattended during the day.

# HOW-mailed/mailed

---

- One person handles all of the ballots that are mailed/mailed.
- Different envelopes are used for regular & UOCAVA citizens.
- If we get a request for a ballot to be mailed prior to 3:00 p.m. we will get it mailed out that same day. If it's after 3:00 p.m. we make our best effort at getting them out.
- Emailed ballots get sent the same day the request is received as long as we get the request prior to 5:00 p.m.
- My software allows me to print labels with barcodes specific to each voter. Each envelope (sending & return) gets a barcode label.
- Common Issues:
  - No photo ID/No notarization
  - Not registered to vote
  - Unable to read the handwriting
  - Application isn't filled out correctly

# HOW-Authorized Messengers

---

- Provide the Messenger with the absentee application and show them how to have the voter fill it out, including the ID requirement and signing to have the ballot messengered.
- Provide them with the correct ballot, voting instructions and an envelope and explain how to have the voter complete the envelope and ballot.
- We have the Messenger sign the ballot out and log the date and time it went out.
- We have the Messenger sign the ballot in and log and date and time it came back and give them a receipt for returning the ballot.
- Common Issues:
  - We forget to have them sign out, sign in or give them a receipt when we get busy.
  - Messenger complains about the number of trips the process takes.
  - Messenger for someone who doesn't fit the criteria.
  - Candidates trying to be Authorized Messengers.

# Absentee Application- Messengers

NOTE: The voter's signature must be witnessed by a notary public. If the signature is not witnessed, this application must be accompanied by a copy of the voter's valid ID. If you are living outside the United States, these requirements do not apply.

An acceptable ID is: • A South Dakota driver's license or non-driver ID card • A passport or other picture ID issued by the United States government • A tribal photo ID • A current student photo ID issued by a South Dakota high school or postsecondary education institution

I hereby verify that I am the person named above and these statements made by me on this application are true and correct.

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(Seal)

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Voter Signature

\_\_\_\_\_  
Signature of Officer Administering Oath

\_\_\_\_\_  
Title of Officer Administering Oath

## AUTHORIZED MESSENGER REQUEST ONLY:

I authorize \_\_\_\_\_ to serve as my authorized messenger to pick up my absentee ballot. I further certify under penalty of law that I am confined because of sickness or disability and for this reason alone am unable to vote at my polling place on Election Day.

\_\_\_\_\_  
Signature of voter

## THE AUTHORIZED MESSENGER MUST COMPLETE THE FOLLOWING:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Are you serving as an authorized messenger for any other voter? Yes ☐ No ☐

I acknowledge receipt of the ballot for the above named voter on \_\_\_\_\_ at \_\_\_\_\_ m.  
Date Time

Date Ballot Returned: \_\_\_\_\_

Form Revised 7/1/2010 – 5:02:10:01

\_\_\_\_\_  
Signature of Authorized Messenger

# HOW

## Independents at the Primary

---

- Independents can vote on the Democratic ballot during the Primary. They must check the box stating they want the Democratic ballot when they vote absentee. If they don't want to vote the Democratic ballot, and if a Non-Partisan ballot is available, they can vote that. If there is not a Non-Partisan ballot available, then the Democratic ballot is their **ONLY** other option. They **CANNOT** vote the Republican ballot.

# Absentee Envelope

0:01.03 – Combined absentee ballot application/return envelope (Rev 1-2010)

PRINTED BY BROWN & S

## APPLICATION FOR IN-OFFICE ABSENTEE BALLOT \_\_\_\_\_ COUNTY, SOUTH DAKOTA

Printed name as it appears on the voter registration list is: \_\_\_\_\_

Voter registration residence address is: \_\_\_\_\_  
(address)

Check the election for which you are requesting an absentee ballot:

☐ Primary



If you are registered as an independent and are requesting a primary ballot, you may have a choice of ballot. Please check one of the following: ☐ Non-political ballot or ☐ Democratic Party ballot

☐ General

☐ Municipal

☐ School

☐ Special \_\_\_\_\_ (specify jurisdiction)

Request is for a municipal or school election:

I have lived in that jurisdiction at least 30 days in the last year. Yes ☐ No ☐

I am a full-time postsecondary student who resided in that jurisdiction immediately prior to leaving for postsecondary education.

I am on active duty military and my home of record is in that jurisdiction. Yes ☐ No ☐

Under penalty of impersonating a registered voter (5 years imprisonment and \$10,000 fine), state that I am the person named above, and that the statements made by me are true and correct, and that I will vote the ballot which will be enclosed in this envelope.

\_\_\_\_\_  
Voter Signature

\_\_\_\_\_  
Date

### INSTRUCTIONS TO THE VOTER:

- Mark your ballot privately.


# WHEN

---

- Monday – Friday
- 8:00 a.m. – 5:00 p.m.
  - We do stay open over the noon hour.
- Weekend hours?
  - We do not have weekend hours.

# WHERE

---

- County Auditor's Office
- Nursing Homes
  - Schedule prior to registration deadline
  - Inform the party Central Committees
  - I have envelopes filled out (except for signature) and correct ballot paper-clipped to the envelope prior to going to each nursing home.
  - Residents come to a central location and we assist each one individually if necessary.
- Satellite Locations?
  - My SDSU experience in 2010! 

# Other Topics

---

